

STANDARD FORM 136
MARCH 1960 EDITION
GENERAL SERVICES ADMINISTRATION
REG. 3-1-102.00 (136-103)

Approved For Release

2005/11/21
CENTRAL SUMMARY
OF RECORDS HOLDINGS

DEPARTMENT OR AGENCY
211R000500080001-6
Central Intelligence Agency

TO:

Office of Federal Records Centers
NARS, GSA
National Archives Building

One copy of this report is to be submitted to General Services Administration, National Archives and Records Service, Washington 25, D.C., by each Federal agency within 30 days after the close of Fiscal Year 1960, and every even year thereafter (*See instructions on reverse*).

LOCATION OF RECORDS	VOLUME OF RECORDS ON HAND—END OF FISCAL YEAR (Cubic feet)		
	DEPARTMENT	FIELD	TOTAL
CURRENT FILE ROOMS AND OFFICES			198,500
STAGING, HOLDING, AND OTHER STORAGE AREAS			87,705
TOTAL			286,205

REMARKS (Agencies may include here data on progress made during the period in disposal, transfer, and scheduling of records)

Holdings in storage areas increased 5.8% over FY 1965.
Destruction of records increased 4.4% over FY 1965.
Volume of records in the offices decreased 3.6%.
All Agency records are covered by Records Control Schedules.

SIGNATURE

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TITLE

211R000500080001-6
CIA Records Administration

DATE

12 December 1966

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INSTRUCTIONS

GENERAL

Records to be reported herein, with no distinction made between them, are to include the following:

1. All of the records of the reporting agency;
2. Records held at the site for GAO audit; and
3. Official Personnel Folders (legally records of the Civil Service Commission) in the custody of the reporting agency.

Nonrecord material (as defined in the Records Disposal Act of July 7, 1943, as amended) is to be included in volume reported if the reporting agency's practice calls for statistics on this type of material.

No volume should be included for Agency Records Centers operated by the reporting agency in accordance with GSA Regulations 3-IV-401.01, and 3-IV-401.03a, because they submit separate reports on Standard Form 137, Agency Records Center Annual Report. (See GSA Regulation 3-IV-401.04.) No volume should be reported for Federal Records Centers which report separately.

DEFINITIONS

"Departmental" means the headquarters office of the reporting agency, as contrasted to its field activities, but excludes Agency Records Centers.

"Field" means the reporting agency's offices other than the headquarters office and Agency Records Centers.

"Staging, Holding and Other Storage Areas" means areas at departmental or field locations formally designated for staging and holding purposes, as well as all other storage areas except current file rooms and offices, Agency Records Centers, and Federal Records Centers.

EQUIVALENTS

For the purpose of this report, volume may be calculated according to the following table of cubic foot equivalents:

FILING CABINETS		FILING CASES			TABULATING CARDS	OUTSIZED EQUIPMENT
LETTER	LEGAL	3×5	4×6	5×8		
1½	2	¼	⅙	⅓	1	INSIDE CUBIC MEASUREMENT
PER DRAWER		PER 12" DRAWER			PER 10,000	

NOTE.—Equivalents are for full but workable drawers. Appropriate adjustments should be made for partially filled drawers.

TRANSMITTAL SLIP		DATE 12 December 1966
TO: Herbert Angel		
ROOM NO. 104	BUILDING National Archives	
REMARKS: Herb: The attached Biennial Summary is submitted for inclusion in your collective report. We ask that the information not be used on an individual basis.		
<div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p>CIA Records Administration Officer</p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

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*Reports to National Archives on
Agency Records Holdings for
1962
1964
1966*